

2001 DOE POLLUTION PREVENTION AWARDS PROGRAM

Nomination Instructions

(This packet is available electronically at the EM-22 home page at <http://twilight.saic.com/p2awards/> beginning November 1, 2000)

Program Description

The U.S. Department of Energy (DOE) Pollution Prevention Awards Program rewards pollution prevention (P2), recycling, and affirmative procurement-related activities completed or performed in fiscal year 2000. The program also serves as the screening process for DOE submissions to the White House “Closing the Circle” environmental awards program. **Nominations must be submitted by December 4, 2000.**

Nominations can be made in twelve categories:

Affirmative Procurement
Sowing the Seeds for Change
Education & Outreach and Information Sharing
Waste/Pollution Prevention
Environmental Preferability
Model Facility Demonstration/Complex-wide Achievement
Recycling
Environmental Management Systems (EO 13148) (New)
Lifecycle Assessment/Environmental Cost Accounting (New)
Environmental Restoration
Return-on-Investment (New)
Excellence in Management (New)

How to Enter

This year, DOE has moved to an all-electronic, web-based system. This will streamline the nomination and judging process. Follow these steps to enter a nomination.

1. Determine the proper category. See the complete list of categories, descriptions, and judging guidance at the end of these instructions. The nomination form will give you these choices.
2. Collect your information, including the DOE operations office in charge of your project, site, or facility. You must know this key piece of information to use the web nomination system! If your work was part of a Fossil Energy activity, select “Fossil Energy” as your operations office. If your work was a DOE Headquarters activity, select “DOE Headquarters/Other.”
3. Log on to <http://twilight.saic.com/p2awards> to enter your information.
4. You will be able to log out of the system and return to edit your nomination before submitting.
5. Once you click “submit” on the web site, your nomination will automatically be sent to your Waste Minimization Coordinator for review and screening. You will not have access to your nomination for changes once it has been submitted.

How the Nomination Process Differs from Past Years

This year, your *entire* nomination will be submitted electronically. You will not have to submit any hard copies, nor will you be able to include newspaper clippings, etc. You will, however, be able to attach a single file containing supporting images, graphics, or information in Adobe Acrobat pdf format *only*. The web site will give you instructions for submitting this file. The file may contain multiple images (limited to 2 pages) and you have to refer to the images in the text portion of your nomination (for example "See figure 1".)

Process Schedule

1. The Pollution Prevention Team issues Guidance to the Waste Minimization Coordinators and Waste Reduction Steering Committee members on October 27, 2000.
2. Site submits nominations using the website by December 4, 2000.
3. Waste Minimization Coordinators (Tier One judges) will review nominations from their sites and forward the approved nominations to DOE Headquarters by December 11, 2000.
4. Headquarters will review/edit the approved nominations from the Waste Minimization Coordinators and forward them to the Round 2 Judges on December 18, 2000.
5. The Round 2 Judges will completed their review and selection by January 10, 2001. The judges will select one winner and the next best one or two nominations in each category.
6. Headquarters will forward the top two or three nominations for each Closing the Circle category to the Office of Federal Environmental Executive for the White House Closing the Circle Awards Program by January 12, 2001.
7. DOE Pollution Prevention Award winners will be honored at a ceremony planned for the Pollution Prevention Conference in Albuquerque, New Mexico in June, 2001.

Tips for Preparing Your Nomination

1. Submit all requested information.
2. Be brief. The web site gives you limited space. Your completed nomination will consist of the following:
 - a) The completed nomination form, as posted on the web site.
 - b) A one-paragraph abstract of 100 words or less, as described on the web site.
 - c) A description of the nominated activity that, when printed, would total no more than four pages of text (typed in Times New Roman, 12pt Font). Use the appropriate field on the web site.
 - d) A single attachment if desired, in Adobe Acrobat pdf format. This data is limited to 2 pages and may include any of the following:
 - Graphics, charts, or photographs.
 - Cost savings, waste generation, or other data.
 - A summary, description, or sample page of a brochure, lesson plan, newsletter, or other printed material developed as part of the activity being nominated.
 - Letters of commendation, thanks, and appreciation regarding the program or activity being nominated.
 - Newspaper clippings, press releases, or other materials as appropriate.
3. Write clearly in a predictable style. See the attached paper “How to Write a Winning Award Nomination” for suggestions.
4. Double check your nomination before submitting. For example, if you are submitting a team award make sure to include all active participants from your project in the appropriate field. To ensure your entire team is rewarded, and to avoid disappointments, you are **STRONGLY** encouraged check the spelling of the name of *each and every person* on your team. Replacement plaques and certificates will only be provided if the error is ours. **Please also include pronunciation of names if not obvious.** This information is vital to ensure the names of your winning recipients are pronounced correctly in the ceremony.
5. Follow all security procedures. Your site, facility, operations office, or company may follow specific protocols for participating in award programs, for security-screening or coordinating information release, or for transmitting information to the Department of Energy. You may be required to receive concurrence from your management. **Please check with your management and/or DOE Waste Minimization Coordinator to determine facility-specific requirements before submitting nominations.**
6. Still have questions? Here is where to get help:

Federal Point of Contact: John Lum, EM-22, 301/903-1384, fax 301/903-1398, e- mail john.lum@em.doe.gov.

Program support: Mark Boylan, WASTREN, Inc. 301/540-0022. fax 301/540-0088, e-mail mark.boylan@wastren.com.

Eligibility

The awards program is open to all activities related to pollution prevention, recycling, and affirmative procurement that are performed by DOE employees, sites, facilities, programs, and contractors. You may nominate yourself. The activity nominated for an award must:

- 1) Specifically relate to pollution prevention, affirmative procurement, or recycling as defined in an award category; and
- 2A) Have been funded by the U.S. Department of Energy; or
- 2B) Have been funded under a contract or subcontract ultimately funded in large part by the U.S. Department of Energy; or
- 2C) Have been funded under contract with or directly by another U.S. Government agency and have significant positive effects benefitting DOE or its contractors; and,
- 3) Have been completed or performed in fiscal year 2000;
- 4) An activity or program may not be nominated in a category in which it has won a previous national award in the DOE Pollution Prevention Awards Program during the last 3 years.

This program uses the term "pollution prevention" as defined in the DOE 1994 Waste Minimization/Pollution Prevention Crosscut Plan (page B-1):

“Within the Department of Energy, WMIN/P2 means preventing or reducing the generation of pollutants, contaminants, hazardous substances, or wastes at the source; or reducing the amount for treatment, storage, and disposal through recycling.”

All else being equal, this awards program gives preference to source reduction over other activities in the waste management hierarchy. Activities such as recycling and reuse are included to the extent that they can be shown to be related to source reduction, or in the case of affirmative procurement, as defined within a specific award category. Activities such as pollution control and treatment, waste management and treatment, and volume reduction are specifically excluded from consideration as part of this awards program.

Judging

Nominations will be judged twice. Judges decisions will be guided by a set of general criteria as well as against specific criteria in each award category.

General Judging Criteria

All nominations will be held to the same general criteria, each constituting 15% of a nomination's final score, though a strict scoring system is not used and judges may use their own discretion:

Benefits (15%)

Does the nomination demonstrate significant benefits to the public, to the affected DOE site, or to the DOE complex?

Significance (15%)

Does the nomination demonstrate significant cost savings to the DOE complex and/or to other parties related to the nomination? What is the quantity and significance of waste reduced or eliminated? Nominations demonstrating "zero generation" will receive preference.

Originality (15%)

Does the nominated program or activity demonstrate the use or development of innovative approaches, techniques, or technologies?

Potential for Broader Application (15%)

What is the ability of the program or activity to serve as a model or to be otherwise adopted by other DOE operations? What is the likelihood that the program or activity will help to instill a long-term pollution prevention culture within the DOE complex and/or at your site or facility?

Clarity and Objectivity (15%)

How effective and clear is the nomination? How well are the claims of the nomination documented with objective data or evidence? Objective evidence is particularly important to document claims of financial savings such as in the Return on Investment category.

Specific Judging Criteria (25%)

In addition to general criteria, each award category includes specific criteria, described in the attached table. Specific criteria will constitute the remaining 25% of a nomination's final score.

How Judging Works

The judges will review nominations using the scoring system above as guidance. They will select one nomination as the best in each category except in “Excellence in Management” and in “Sowing the Seeds for Change” where both a headquarters and field-based nomination may be selected. The judges may also decide that no award is warranted in a particular category.

Judging takes place in two rounds.

Round 1 Judging

DOE Waste Minimization Coordinators will serve as Round 1 judges. Each Waste Minimization Coordinator will review the nominations from his/her site and will select their best nomination(s) as finalist(s) in each award category. Mark Matarrese of DOE Headquarters Fossil Energy will act as Round 1 judge for the Fossil Energy nominations. John Lum of DOE Headquarters Pollution Prevention Team (EM-22) will receive all nominations from other Headquarters employees or those without Waste Minimization Coordinators. Finalists from Round 1 judging will be forwarded to a national team of judges for a second round of judging.

Round 2 Judging

Round 2 judges will consist of panels of experts from a cross-section of pollution prevention-related fields. The Round 2 panels may include representatives from DOE, industry, and from other government agencies. The Round 2 judges will be divided into teams, and each team will be assigned several of the award categories. The teams will review all nominations in their categories and will select one nomination in each category as the outstanding example of work performed in that category during the past year. That nomination will win the DOE award. The top 2 or 3 nominations from each category will be submitted to the White House Closing the Circle awards program directly from EM-22.

The decisions of the judges will be announced on or around February 1, 2001. Awards will be presented on or around June 20, 2001 at the DOE Pollution Prevention Conference in Albuquerque, New Mexico.

Plaques/Awards and Certificates - DOE Program

The awards received as part of this program depends on two things: the final status of the nomination according to the judges, and the number of individuals listed as nominees in a given nomination.

The participants in nominations selected for national awards will receive plaques or certificates according to the table below.

Final Nomination Status	Number of Participants	Awards Received
Reviewed but not selected by Round 1 judge	N/A	None from the HQ program, though sites might distribute awards in their own programs.
Selected by Round 1 judge but not by Round 2 judges	N/A	All nominees listed on the nomination will receive Certificates of Appreciation from DOE Headquarters thanking them for participating in the program.
Selected by both Round 1 and Round 2 judges	Five or fewer	All five or fewer nominees will receive plaques or trophies from DOE Headquarters indicating their status as national award recipients.
Selected by both Round 1 and Round 2 judges	Greater than five	Two plaques or trophies will be made in the name of the site. All nominees listed on the nomination will receive certificates from DOE Headquarters indicating their status as national award recipients.



The White House Closing the Circle Program

If your nomination describes work done for the Department of Energy, the *only* way to enter your nomination in the White House *Closing the Circle* environmental awards program is to enter the DOE P2 Awards Program. The DOE program will screen all nominations forwarded to the White House.

There are several differences between the programs.

2001 DOE Pollution Prevention Awards Program 2001 White House *Closing the Circle* Awards Program Comparison At-A-Glance

	2001 DOE P2 Awards	2001 <i>Closing the Circle</i>
Potential Recipients	Federal employees, DOE facilities, M&O contractors, subcontractors	Federal employees, federal/contractor teams, projects, and facilities
Award Types	Individual, group, and facility achievement	Individual Federal employee, Team/project (more than 1 federal employee or if contractors involved)
Nominations		
Due Date (to EM-22 from your Waste Minimization Coordinator)	December 11, 2000 No nominations will be accepted after this date.	January 12, 2001, from DOE HQ. Date is subject to change by the White House.
Awards presented	On or around June 20, 2001	On or around April 22, 2000
Submissions	All nominations submitted to DOE electronically by web site only	Submitted by DOE HQ. No nominations accepted directly from DOE sites.

Other Differences

- The DOE program accepts nominations of non-Federal employees in accordance with the eligibility requirements stated in these instructions. However, all nominations submitted to *Closing the Circle* must include a Federal point of contact. Individual *Closing the Circle* awards will be presented to Federal employees only. That is why the DOE nomination form asks for both.
- *Closing the Circle* is designed to emphasize single individuals or teams/projects/facilities. The *Closing the Circle* nomination form (adopted and modified by DOE) allows only those choices. However, the DOE program provides certificates to all participants listed on a nomination, and allows winning teams of up to five individuals to be recognized with individual awards. When entering the DOE program, you may include all active participants in the nominated activity.



2001 DOE Pollution Prevention Awards Program
2001 White House *Closing the Circle* Awards Program
Category Comparison

	2001 DOE P2 Awards	2001 <i>Closing the Circle</i> (Note: All categories have military/civilian divisions)
Categories	Affirmative Procurement	Affirmative Procurement
	Sowing the Seeds for Change	Sowing the Seeds for Change
	Education & Outreach and Information Sharing	Education & Outreach
	Waste/ Pollution Prevention and Design	Waste Prevention
	Environmental Preferability	Environmental Preferability
	Model Facility Demonstrations/Complex-wide Achievement	Model Facility Demonstrations
	Recycling	Recycling
	Environmental Management Systems (EO 13148) (New)	Environmental Management Systems (EO 13148)
	Life Cycle Assessment/Environmental Cost Accounting (New)	Life Cycle Assessment/ Environmental Cost Accounting
	Environmental Restoration	No precise <i>Closing the Circle</i> equivalent
	Return-on-Investment (New)	No precise <i>Closing the Circle</i> equivalent
	Excellence in Management (New)	No precise <i>Closing the Circle</i> equivalent

For complete information regarding the *Closing the Circle* program, visit the web site of the Office of the Federal Environment Executive at <http://www.ofee.gov>



**2001 DOE POLLUTION PREVENTION (P2) AWARDS PROGRAM
AWARD CATEGORIES**

DOE CATEGORIES WITH CLOSING THE CIRCLE EQUIVALENTS

CATEGOR Y		JUDGING CRITERIA
Affirmative Procurement	This category recognizes the most effective and innovative programs implemented for the purchase and use of products containing recovered materials at a Federal site, facility, or operation. This award focuses on, but is not limited to, those products designated in the Environmental Protection Agency Comprehensive Procurement Guidelines (CPG).	Describe what positive changes were made by the individual or facility program and provide supporting documentation along with quantitative data.
Environment al Preferability	This category recognizes the best examples of acquiring, using, or validating products or services that have a reduced impact on human health and the environment when compared with competing products or services that serve the same purpose; an outstanding improvement to a process that resulted in significant monetary savings and benefit to the environment; product testing that led to the approval and use of environmentally preferable or sound products and services.	Describe what positive changes were made by the individual or facility program and provide supporting documentation along with quantitative data (for example, reductions in waste generation).

Model Facility Demonstrations/ Complex-wide Achievement	<p>This award recognizes achievements by an individual or team/group for outstanding contribution to waste prevention, recycling and affirmative procurement through its leadership, investment in resources and change in culture. Notwithstanding the name "Model Facility," an individual who virtually singlehandedly designed and executed the program submitted can be nominated in this category. It also honors the group, organization, facility or site making the most significant, positive impact preventing waste and pollution across the DOE complex.</p>	<p>Describe what positive changes were made by the individual or facility program and provide supporting documentation along with quantitative data (for example, reductions in waste generation). Nominations should be reviewed for true significance, depth, and breadth of impact, importance of waste streams affected, monetary savings, and number of DOE operations positively affected.</p>
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DOE CATEGORIES WITH CLOSING THE CIRCLE EQUIVALENTS

CATEGORY		JUDGING CRITERIA
Recycling	<p>This category recognizes outstanding activities, including outreach, collection, separation and processing by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion) at a Federal site, facility, or operation.</p>	<p>Describe what positive changes were made by the individual or facility program and provide supporting documentation along with quantitative data (for example, reductions in waste generation).</p>
Sowing the Seeds for Change	<p>This category should be considered when an individual or facility leads an activity, or conducts an infrastructure or policy change that advances the objectives of the E.O., but does not have a direct impact on the waste being reduced, recycling effort developed or affirmative procurement practice implemented.</p>	<p>Describe what positive changes were made by the individual or facility program and provide supporting documentation along with quantitative data (for example, reductions in waste generation).</p>

Waste Prevention and Design	This category recognizes reductions in the generation of wastes from a Federal facility through any change in the design, manufacturing, or use of materials or products; and/or the amount of toxicity in waste materials prior to recycling, treatment or disposal.	Describe what positive changes were made by the individual or facility program and provide supporting documentation along with quantitative data (for example, reductions in waste generation).
DOE-ONLY CATEGORIES		
CATEGORY		JUDGING CRITERIA
Education & Outreach and Information Sharing	This category recognizes those individuals or teams/groups who have implemented outreach programs/projects or educational efforts designed to promote the goals and objectives of E.O. 13101. These programs successfully acquainted the federal community and the public sector of the environmental and economic benefits of recycling. In doing so, the Program provides tangible benefits to the recycling and “buy recycled” efforts at the facility and or local community. This category also honors the outstanding achievement in P2 or recycling education, training, or technology transfer by the nominated program or facility to other DOE employees, contractors, programs or facilities.	<p>Nominations will be reviewed for overall positive local impact and for major effect on local or community waste generation or recycling rates, public understanding and perception of P2 and recycling activities or of local DOE programs and operations, or on other areas of importance to I</p> <p>Judges will consider how well the nominations meet the stated P2 public awareness goals of the DOE facility involved. The nominations for information sharing will be reviewed for overall quality and impact, as well as on how well the material meets the stated P2 goals of the DOE facility involved.</p>
Environmental Restoration	Awarded to the outstanding example of aggressive or innovative success in applying P2 principles, strategies, and technologies into environmental restoration and decontamination/decommissioning activities.	Nominations approaching "zero generation" will be given preference. Judges will look for a proven reduction of generation, releases, and emissions not due to media transfer, change in waste definition or facility status, or off-site transfer.

<p>Environmental Management System (E.O. 13148)</p>	<p>This category recognizes the most effective and innovative programs to implement environmental management systems at Federal facilities in accordance with E.O. 13148. Implementation of Facility level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should also include a compliance component.</p>	<p>Judges should look for nominations that emphasize measured results, not effort. Preference should be given to nominations demonstrating full integration of the EMS into the entire infrastructure and culture of the site or facility, including management performance, decision-making processes, and community involvement and outreach.</p>
<p>Life Cycle Assessment/ Environmental Cost Accounting</p>	<p>This category recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting format of raw material derivations, use and disposal of final products services; material and energy usage and waste; environmental, health, and safety management costs; and use of environmental accounting and life cycle assessment in multiple types of decision-making.</p>	<p>Judges may at their option recognize either the outstanding example of ongoing excellence in an active, implemented LCA/ECA system OR an outstanding individual project planned and implemented using LCA/ECA principals. Preference in either case should be given to measured results, not effort.</p>
<p>Return-on-Investment</p>	<p>This category Honors the outstanding example of an investment of DOE resources returning significant benefits from reduced waste generation and/or through cost savings.</p>	<p>Nominations will be reviewed primarily in terms of “value returned for the dollars invested.” Preference will be given to those nominations describing activities affecting waste streams of importance to DOE such as high level waste, etc.</p>

Excellence in Management	<p>This category recognizes Individual Managers who have direct responsibility for overseeing the Pollution Prevention Program at their site. The responsibility should include demonstrating excellence through commitment to the program and commitment of resources.</p>	<p>Judges have the option to select winning nominations from both headquarters and field operations</p> <p>While the activities of the nominated individuals are not required to have prevented waste per se, the manager must have directly contributed to significant programmatic development or to significant progress toward meeting P2 or recycling goals, toward significant waste reduction or cost savings, or toward other significant environmental progress. Cost-effective resource utilization is a rime consideration.</p>
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Writing a Winning Award Nomination

Make-up of DOE P2 Awards Judging Panels

National judges in the DOE Pollution Prevention Awards Program represent a broad spectrum of DOE stakeholders and are selected because of their extensive pollution prevention experience. Past judges have included the Federal Environmental Executive, an executive from a major U.S. corporation, the director of a national public pollution prevention organization, the air pollution expert from a national environmental group, and representatives from the pollution prevention organizations of major U.S. government agencies such as the Environmental Protection Agency and Department of Defense.

What Judges Look For

This diversity of experience allows judges to review nominations from varied national perspectives. In a very real sense, the nominations selected by the judges in the past have often demonstrated national-caliber pollution prevention efforts in the best interests of the *country*, not just in the best interests of the Department of Energy. This national perspective is important to keep in mind as DOE sites consider which activities to nominate.

Past judges have identified a number of other points they considered important during their review: brevity, clarity, and significance.

Brevity

- Get to the point. A judging team may be required to review dozens of nominations in a single day, and are most receptive to those nominations that clearly and succinctly describe the activity and the resulting benefits. Although the P2 Awards program rules allow four pages of narrative text, judges are very impressed with those nominations that can make their point in the least possible space.

Clarity

- Avoid acronyms. Acronyms are always difficult for a judge who is unfamiliar with them, but may be particularly confusing to a judge who works outside the Department of Energy complex.
- Avoid technical jargon. While technical accuracy is important, avoid the indiscriminate use of technical terms. Remember: your audience may be unfamiliar with DOE, your site, and your technical processes.
- Use charts and graphs. People grasp the significance of data far more quickly when data is presented in a well-crafted table or a graph, as opposed to being buried in the narrative. Well-

chosen photographs can also help a nomination package, particularly if they show people involved in an activity.

Significance

- Ask "so what." Judges quickly dismiss a surprising number of nominations with that question. Your nomination must clearly show why your activity made a difference worthy of national attention. Did you save tremendous amounts of money or significantly cut waste generation? Is your program a national role model? Did your activity break new ground? Clearly, quickly, and concisely explain the importance of your accomplishment to a reader unfamiliar with DOE's history and problems.
- Judges look for *results* rather than *effort*. In one instance, a well-designed but not-yet-operational pollution prevention activity at one facility was passed over in favor of a less-well-designed but operational activity at another because of documented program success.
- Judges tend to place more emphasis on ongoing pollution prevention programs and activities, as opposed to one-time events. For example, ongoing employee education programs are generally viewed more favorably than one-time or annual employee awareness events.

Other Points to Consider in your Nomination

- Present all relevant information in the nomination. You may or may not have the opportunity to give additional information if the judges have questions.
- Document claims. Judges find it difficult to accept pollution prevention claims at face value, looking instead for supporting evidence or documentation such as reductions in funding requested, lower waste generation rates, and similar evidence. This tendency of the judges is particularly important to remember since the judges cannot be expected to "fill in" information not presented in the nomination.
- Submit cleanly written copies of your nominations, on time. Judges tend to give less credibility to late or hard-to-read nominations. *Use a spell check program!*
- Please note that the nominee name(s) as supplied on the nomination form must be complete and spelled correctly with appropriate titles and capitalization. The form must contain the names of all performers. Awards will be created directly from these forms. Please also note the request for pronunciations if necessary. The script for the awards ceremony will be written using these pronunciations.
- Abstracts should be exceedingly brief (100 words or less), well-written, and should follow a standard three sentence format: *problem*, *solution*, and *benefits*. The first sentence should briefly and succinctly describe the problem or initial situation faced by the nominees. The second sentence should concisely describe the solution achieved by the nominees. The third sentence should precisely define the measured benefits of the activity, preferable in terms of cost savings and wastes reduced. A fourth and final sentence can be added to convey potential benefits not yet achieved. For example:

Monitoring wells drilled by the ABC remediation project are typically 100 feet deep and generate 10 cubic yards of contaminated soil per foot. ABC P2 staff invented a new, narrower drill bit; cutting soil generation 50% and reducing the quantity of material needed for well casing. The new bit has drilled 100 wells to-date, reducing contaminated soil generation by 50,000 cubic feet and saving \$100,000 in disposal costs and \$300,000 in casing costs, with similar benefits expected for the remaining 100 wells. The new bit is easy to fabricate and is being shared with DOE remediation projects across the country.

- The text of the nomination should follow a format similar to the abstract. The problem should be succinctly stated, the solution clearly described, and the benefits itemized and quantified. The text allows you to expand on the abstract by providing background information,

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